

## SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **SENIOR ACCOUNT CLERK**  
(Double-entry bookkeeping)

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Jurisdictional Class: **Competitive**  
Date Adopted: **Unknown**  
Date Revised: **8/16/01**  
Jurisdictions: **All**  
Union Status: **County - CSEA**  
Pay Grade: **8**

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**DISTINGUISHING FEATURES OF THE CLASS:** This is moderately difficult clerical work involving responsibility for independently performing and/or supervising varied account keeping, reviewing and related tasks. The work may require a general understanding of specific law, office rules, procedures and policies. The position involves working with a double-entry bookkeeping system based on a fundamental accounting model, which records a two-part effect for every transaction. Employees generally follow a prescribed routine and in most cases receive only infrequent general instruction. Unusual problems or situations, not previously encountered, are referred to supervisors before action is taken. Work of employees is checked by immediate supervisors or by another step in the account keeping process. Immediate supervision may be exercised over the work of one or more clerical assistants. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Oversees and classifies a variety of receipts and expenditures, and distributes items according to prescribed procedures;  
Assigns work, reviews and records work done, and instructs new employees in specialized account keeping activities;  
Has charge of posting to journal or ledger from a variety of original entry media;  
Reviews and checks account keeping records and reports for arithmetical and clerical accuracy, completeness and proper extension;  
Supervises the verifying and reconciling of individual account balances;  
Conducts correspondence on matters where policies and procedures are well defined;  
Issues receipts for monies received;  
Compiles payroll data, prepares and checks payrolls;  
Compiles and prepares labor, material and operational cost records and reports;  
Supervises the processing, sorting, indexing, recording and filing of a variety of control records and reports;  
Is responsible for the preparation of reports from journal or ledger, verifying and adjusting balances;  
Compiles data for, and prepares and analyzes complex financial and statistical records and reports;  
Operates computing, calculating, check writing and other office machines;  
Assists in the preparation of unit or departmental budget and in maintaining budget control.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Good knowledge of modern methods used in maintaining financial accounts and records; good knowledge of office terminology, procedures and equipment; good knowledge of business English; ability to understand and carry out oral and written directions; ability to plan and supervise work of others; ability to make more difficult arithmetic computations involving fractions, decimals and percentage accurately; ability to write legibly; ability to get along well with others; clerical aptitude; mental alertness; a high degree of accuracy; neatness; integrity; tact and courtesy.

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### **MINIMUM QUALIFICATIONS:**

**Either:**

- (A) Graduation from high school and two (2) years of experience in maintaining financial accounts and records; **OR**
- (B) Three (3) years of experience as indicated in (A); **OR**
- (C) An equivalent combination of training and experience as indicated in (A) and (B).

**NOTE:** Part-time employment can be pro-rated to count towards fulltime. Example: six (6) months PT equals three (3) months FT and a higher level of education can be pro-rated for experience up to a year.